



Parish and/or School Deferred Maintenance Request for Funding Application

Deferred maintenance may cause an emergency which is defined as “situation that occurs beyond the control of the parish or school”. To consider: Is the situation a result of “deferred” or “delayed” maintenance?

PART I: PARISH/SCHOOL INFORMATION

Name _____ Title _____

Parish/School _____

Street _____

City _____ State _____ Zip _____

Phone _____ Email: _____

PART II: PROJECT DESCRIPTION *Attach any additional documentation that you think would be helpful.*

Situation:

What has been done:

What needs to be done:

Will delaying maintenance prove to be an emergency later:

Explain the parish/school financial situation:

How much money do you have in savings (Do you have 3 months of operating capital?):

Have you asked parishioners for assistance? If "No", why not?

Have you asked the Archdiocese for a loan? If "No", why not?

Insurance Amount Applied:

Estimated Expense: **REQUESTED AMOUNT:**

Completed Applications need to be submitted to:

Clergy Advisory Committee
c/o Office of Stewardship and Development
Archdiocese of Kansas City in Kansas
12615 Parallel Parkway
Kansas City, KS 66109-3748
Email: stewdev@archkck.org

Criteria for Evaluation of the Deferred Maintenance Aid Requests

Although all recommendations for grants are approved or not approved by the Archbishop, the following issues will be considered when reviewing applications and making recommendations for grants of deferred maintenance aid funds:

- Limit parish requests to once every five years
- Limit the total grants to three parishes/schools per year (depending on cost)
- Determine whether the delayed maintenance will prove to be an emergency later
- Determine parish/viability as indicated by the Regional Pastoral Plans
- Assess total parish/school savings account in order to cover three months of expenses
- Assess whether or not the parishioners have been asked to donate, if not, why not
- Awards may be allocated between grants and loans

OFFICE USE ONLY Review/Approval/Comments

Clergy Advisory Committee	Date _____
Finance Office	Date _____
Real Estate and Construction Office	Date _____
Regional Pastoral Plan	Date _____
Vicar General	Date _____
Previous Applications Dates	Date _____
Award Grant _____ Loan Grant _____	Date _____